

REGULATIONS
BYE-LAWS
OF THE
CANADIAN INSTITUTE

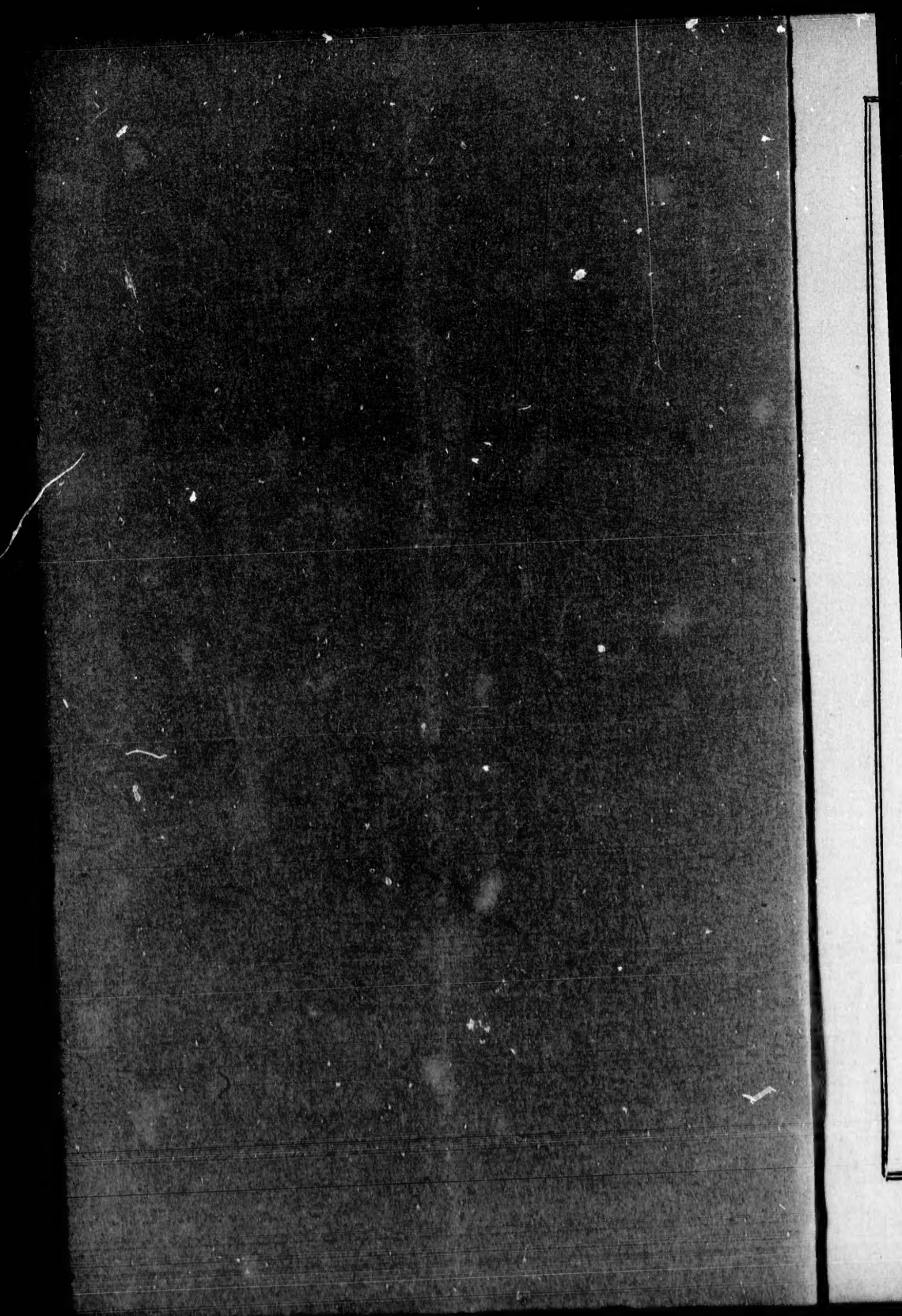
ADOPTED BY THE GENERAL MEETING OF THE INSTITUTE
ON JANUARY 1884



INCORPORATED BY ROYAL CHARTER, 1881

TORONTO.

PRINTED BY HENRY BOOTH, KING STREET,
1884.



REGULATIONS
AND
BYE-LAWS
OF THE
CANADIAN INSTITUTE,

AS
AMENDED AT THE GENERAL MEETING HELD ON THE 8th DAY
OF JANUARY, 1853.



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REGULATIONS.

SECTION I.

OF ITS OBJECTS.

The Canadian Institute has been established by Royal Charter, for the purpose of promoting the Physical Sciences, for encouraging and advancing the Industrial Arts and Manufactures, for effecting the formation of a Provincial Museum, and for the purpose of facilitating the acquirement and the dissemination of knowledge connected with the Surveying, Engineering, and Architectural Professions.

SECTION II.

OF ITS CONSTITUTION.

1. The Canadian Institute shall consist of four classes, viz., Members, Members for Life, Corresponding Members, and Honorary Members.
2. Members shall be persons whose pursuits or studies are connected with the Arts and Sciences, or who are desirous of forwarding the objects of the Institute.
3. Corresponding Members shall be persons residing out of the Province, whose pursuits are similar to those of Members.
4. Members for life shall be persons who may make donations of ~~£~~ 10s. in money, books, or specimens for the Museum (the two latter to be valued by competent persons,) or who may be elected as such at the annual general meeting of the Institute, for important services performed, and after due notice has been given, as in the case of alteration of the laws.
5. Honorary Members shall be persons of high standing, who are eminent for their scientific attainments.
6. The number of Honorary Members shall be limited to twenty-five.
7. The Officers of the Institute shall consist of a President, a first and second Vice-President, a Treasurer, Corresponding and Recording

Secretaries, Librarian and Curator; all of whom shall be elected annually, and shall be re-eligible.

SECTION III.

OF THE ELECTION OF MEMBERS.

1. All persons desirous of being admitted into the Institute as Members, Corresponding Members, or Members for Life, must be proposed agreeably to form (A.) in the Appendix hereto; and which form must be subscribed by at least two Members of the Institute.

2. Honorary Members must be recommended by at least three members, who shall certify that the candidate is a person eminent for his attainments in Science.

3. Every recommendation of a candidate, as an Honorary Member, must be delivered to the Secretary, who shall submit the same to the Council for enquiry; and when the recommendation of such candidate is approved by the Council, it shall be signed by the Chairman, and read at the first following ordinary meeting, previous to the ballot being taken.

4. The proportion of votes requisite for the election of any person shall be at least three-fourths of the ballot.

5. Whenever any person is elected a Member, the Secretary shall immediately inform him of the same by letter (B. in the Appendix;) and the election of Corresponding, Life, and Honorary Members shall, likewise, be communicated to them as soon as possible, by a letter suitable to each particular case; and no person shall be considered a member of any class until he has signified his acquiescence in the election.

6. Every person elected a member is required to pay his first contribution within two months of the day of his election.

7. If at any time there shall appear cause for the expulsion of any member, such proposition shall be handed to the Council, who, if they think fit, shall notify such member of their intention, at least one month previous, according to form (C.) in the Appendix, and shall call a special meeting for the purpose; but no member can be expelled without a report from the Council; and if two-thirds of the members present at such special general meeting, agree that such member be expelled, the President or Chairman shall declare the same accordingly; and

the Secretary shall forthwith communicate the same to such member, according to the form (D.) in the Appendix.

SECTION IV.

OF THE ELECTION OF THE OFFICERS.

1. The President, First and Second Vice-Presidents, Treasurer, two Secretaries, and Curator and Librarian, (with six members to form a Council,) shall be elected annually by ballot, at the general meeting on the third Saturday in December; and if that day fall upon a holiday, then upon the following Saturday.

2. That all persons to be eligible as officers of the Institute, and members of the Council, must be put in nomination at the ordinary meeting immediately preceding the annual general meeting.

3. Any member being nominated to an office and not elected thereto, shall be eligible to be elected as a member of the Council.

4. Every member voting at the annual election, shall deliver to two Scrutineers appointed by the Chairman, a list containing the names of of the persons he may be desirous of having elected as members of the Council for the ensuing year, specifying the offices for which he proposes them to be elected; the Scrutineers shall mark the name of every member so delivering his list, and if no valid objection be made, the same shall be accepted. Votes of country members for the election of officers communicated in writing to the Secretary shall be valid.

5. The Scrutineers shall cast up the votes and report the same to the presiding member, who shall thereupon declare the result.

6. If the suffrages in any case shall be equal, the decision shall be by ballot.

7. The officers shall enter upon the discharge of their respective duties on the meeting following their election; and the Council for the past year shall continue in office until that time.

8. If the general meeting for the election of the Council should not take place on account of the day appointed falling upon a holiday, the officers for the time being shall continue in office until their successors are elected.

9. The Auditors shall be appointed at the close of each session; one

by a motion of the members at the last general meeting, the other by the Chairman.

SECTION V.

OF THE CONTRIBUTION OF MEMBERS.

1. The first annual contribution of each member shall be the sum of One Pound. The annual contribution of each member residing in or within ten miles of the City of Toronto, shall be One Pound, and of each member residing in other parts of the Province Fifteen Shillings. All subscriptions to be due in advance on the 1st day of January; and all new members except those elected on or after the first meeting in December, to pay the subscription for the year in which they are elected.

2. Every member shall receive a copy of the *Canadian Journal*, or other authorized publication of the proceedings of the Institute, and members elected before the annual general meeting in December, to be entitled to the same from the commencement of the year in which they are elected.

3. Every member shall be considered as belonging to the Institute, and as such liable to the payment of his annual contribution, until he has either forfeited his claim, or has signified to the Secretary, in writing his desire to withdraw, when his name shall be erased from the list of members.

4. Whenever any member shall be one year in arrear in the payment of his annual contribution, the Council shall direct the Secretary to send to him a letter of the form (E.) in the Appendix; and if the arrears shall not be paid within six months after the forwarding of such letter, the name of the member so offending shall be placed among the list of defaulters; and such member shall not enjoy any of the privileges and advantages of the Institution, until his arrears be paid.

SECTION VI.

OF THE PRESIDENT AND VICE-PRESIDENTS.

The President shall take the Chair at all meetings of the Institute at which he is present, and shall regulate and keep order in the proceedings. It shall likewise be his duty to state and put questions, according to the sense and intention of the meeting, and to carry into effect the regulations of the Institute. In the absense of the President it shall be

the duty of the First Vice-President to preside at the meeting and regulate the proceedings. But in case of the absence of both the President and First and Second Vice-Presidents, the members present may elect any one of their number to take the chair at that meeting.

SECTION VII.

OF THE COUNCIL.

1. The Council shall consist of the President, the First and Second Vice-Presidents, the two Secretaries, the Treasurer, and the Curator and Librarian and six other members, who shall have the direction and management of the affairs of the Institute.

2. The Council shall meet at least once a month during the session, or oftener if necessary, to conduct the general routine business; and any two members thereof may, by letter to the Secretary, require an extra meeting to be called, two days' notice of which must be given to each of the members of the Council.

3. At any meeting of the Council, three members thereof shall constitute a quorum.

4. The Council shall have power to appoint Committees for special objects in the management of the Institute; and the reports of such Committees shall be submitted to the Council previously to their being read to the Institute.

5. The Council shall draw up a yearly Report on the state of the Institute, in which shall be given an abstract of all the proceedings, and of the receipts and expenses of the past year to be accompanied by vouchers; and such report shall be read at the Annual General Meeting.

6. In the case of any office becoming vacant by death, or otherwise, the Council shall have power to appoint any other member in his place; and in case of any officer being unable through illness, absence, or otherwise, to perform his duties, the Council shall have power to relieve him therefrom, and to appoint any other member to fill the office for the time being.

SECTION VIII.

OF THE AUDITORS.

The two Auditors shall audit the accounts of the Institute annually, and present the same at the commencement of the ensuing session to the Chairman.

SECTION IX.

OF THE TREASURER.

1. All money belonging to the Institute shall be handed over to the Treasurer, by the Collector, who shall deposit the same in one of the chartered Banks in the City of Toronto, on account and for the use of the Institute.

2. No sum of money, payable on account of the Institute, shall be paid at any time, except by order of the Council, signed by the Chairman and Secretary.

SECTION X.

OF THE SECRETARIES.

1. The duty or the Recording Secretary shall be to attend the meetings of the Institute and of the Council—to take minutes of all their proceedings, and enter them in the proper books—to read the minutes of the preceding meeting, with a view to their verification, and have them signed by the Chairman, as an attestation of their accuracy—to announce any donations made to the Institute—to give notice of any candidate proposed for admission, or to be ballotted for—and to read the letters and papers presented to the Institute in the order of time in which they were received, unless the Council shall otherwise determine; also, to keep the accounts of the Institute; also, to keep an account of all monies passing through his hands.

2. The duty of the Corresponding Secretary shall be to conduct the correspondence of the Institution.

3. The duty of the paid Assistant Secretary shall be defined from time to time by the Council.

SECTION XI.

OF THE LIBRARIAN AND CURATOR.

The Curator shall have the care of all books, plans, drawings, &c., and of all models and specimens for the museum; and shall have the general superintendence of the same under the direction of the Council. He shall keep an accurate list of all donations in the order in which they are received, with the names of the contributors thereof, to be read at the annual general meeting. He shall label all such articles, and arrange them in their proper places, so that they may be of easy access to members at all seasonable hours.

2. The Librarian may, upon application in writing from members of the Institute resident in Toronto, permit books of reference to be taken out of the rooms of the Institute for a limited time, keeping an account of the same in a book to be provided for the purpose.

3. The Council may divide the offices of Librarian and Curator, or appoint a Committee to advise and assist in the duties of the office.

SECTION XII.

OF THE ORDINARY MEETINGS.

1. The sessions of the Institute shall commence annually on the first Saturday in December; and ordinary meetings shall be held on every succeeding Saturday (omitting the Christmas holidays), until the first Saturday in April; but it shall be in the power of the Council to protract the sessions if it should seem necessary. The chair may be taken when five members are present.

2. The chair shall be taken by the officer or member entitled to the same; and the business of the evening commence at eight o'clock precisely, and be conducted in the order prescribed in the by-laws.

3. Every member shall have the privilege of introducing two visitors to be present at the public business of the Institute, by ticket of admission, on which the name and address of each visitor must be written.

SECTION XIII.

OF THE ANNUAL MEETING.

The annual general meeting of the Institute shall be held on the third Saturday in December, at seven o'clock in the evening, to receive and deliberate upon the report of the Council on the state of the Institute, and to elect the officers and members of the Council for the ensuing year.

SECTION XIV.

OF SPECIAL GENERAL MEETINGS.

1. The Council may, at any time, call a special general meeting of the Institute for a specific purpose, giving to city members six days' notice; and they are at all times bound to do so, on the written requisition of five members, which shall specify the nature of the business to be transacted.

SECTION XV.

OF BRANCH SOCIETIES.

Those members of the Institute residing at a distance from the city, shall have the power of forming themselves into Branch Societies for the purpose of holding meetings, and discussing scientific and other subjects; and are to be governed by the regulations of the Institute, and such other By-laws hereafter to be enacted by them and approved by the Council.

SECTION XVI.

OF ALTERING THE REGULATIONS.

No By-Law or Regulation shall be altered, or any new one adopted, except at a general meeting, special or otherwise; and it shall be competent to any five members to demand of the Council such meeting with such object. Provided always: that notice of the alteration proposed, and of the meeting at which it is to be considered, shall have been given at two consecutive ordinary meetings, prior thereto.

SECTION XVII.

OF THE PROPERTY OF THE INSTITUTE.

1. The whole of the Property and effects of the Institute, of what kind soever, shall be vested in the Council of the Institute, and subject to its control for the time being.

2. Every paper, map, plan, or drawing, which may be presented to the Institute, shall be considered the property thereof, unless there shall have been any previous arrangement to the contrary; and the Council may publish the same in connection with their transactions or with the consent of the author in any other form.

No communication made to the Institute shall be published by any other person but the author, without the previous consent of the Council.

3. Every paper presented to the Institute for publication may be referred by the Council to a Committee to be by them appointed for a report on the same previous to publication. Notices or abstracts of all papers not published in full shall be prepared by the Secretary and inserted in the Transactions.

4. No papers, plans, maps, or other property belonging to the Insti-

tute, shall be taken out of the rooms thereof, without the consent of the Council, or special by-law hereinafter enacted; but every member shall have a right to inspect the same at such hours as the Council may direct.

SECTION XVIII.

OF DONATIONS AND BEQUESTS.

1. The names of all persons who shall contribute to the Library, to the Museum, or to the general fund of the Institute, during the past year, shall be read at the annual general meeting; and such persons shall be recorded as benefactors in the published transactions of the Institute.

2. Every person desirous of bequeathing to the Institute any manuscripts, books, maps, plans, drawings, instruments, geological, botanical, or other specimens, natural curiosities, works of art or manufacture, or personal property, is requested to make use of the following form in his will, viz. :—

"I give and bequeath to the CANADIAN INSTITUTE, incorporated by Royal Charter, November 4, 1851; (*here enumerate and particularize the effects or property intended to be bequeathed,*) and I hereby declare that the receipt of the Treasurer of the said Institute, for the time being shall be an effectual discharge to my executors for the said legacy."

BY - LAWS.

I. At the ordinary meetings of the Institute, every Saturday evening, the following order of business shall be attended to, as closely as circumstances will admit:

1. The Minutes of the previous meeting to be read and confirmed, and signed by the Chairman; and no entry shall be considered valid until this be complete.
2. New members present to be introduced to the Meeting.
3. Names of candidates for admission to be announced.
4. Business arising out of the Minutes to be entered on.
5. Communications received since the last meeting to be announced, and read if required.
6. Donations received and acknowledged.
7. Communications from the Council to be brought forward.
8. Candidates to be balloted for. A ballot shall be taken for the entire body of candidates proposed for admission; if ~~one~~ or more black balls appear, the ballot shall be taken for each individually, and any candidate shall be rejected against whom appear a number of black balls equal to one-fourth of the number of members of voting.
9. Papers on the Lists to be read.

II. Notices of Questions to be brought forward for discussion, must be given at least one week before the same shall be brought forward; and it shall be competent to the Council, or to any member to propose a subject for discussion.

III. A circular letter may be sent to all the country members, at the commencement of each session, with a list of questions that are appointed for discussion at the ordinary meetings of the Institute, requesting communications from the members on them, or on any other subject connected with the objects of the Institute.

A similar letter may also be transmitted about the middle of the session, with the addition of any new questions that may have been brought forward and accepted; and at the end of the session, a list of questions shall also be sent to all the members, in order to collect information during the recess. Each letter shall contain a list of the written communications that have been made to the Institute.

IV. The minutes of discussion that are taken by the Secretary, resolutions that are passed, reports of committees, and a copy of all the circulars or other printed papers sent out by the Council, shall be carefully pasted in a book in the order in which they occur, that they may be preserved as the original records and transactions of the Institute.

V. It is expected that any gentleman addressing the meeting shall stand for this purpose, in order to prevent interruption, and to command the attention of the meeting; and the person first rising, shall have the precedence in speaking; upon which, if there is any doubt, the chairman shall decide.

VI. No person can be eligible to be chosen as a member who is under the age of twenty-one years, unless a graduate of a University. Persons not under the age of fifteen shall be admitted as junior members, on being proposed and ballotted for, as provided for in clause 8 of these By-Laws, and having complied with the forms required by sec. iii.

The contribution of Junior Members shall be 12s. 6d.; such members to receive the *Canadian Journal*, or other authorized medium of publishing the Transactions of the Institute, and they shall be entitled to all the privileges of full members, except those of bearing offices by appointment of the Institute, of sitting in committee, and of voting.

APPENDIX
TO THE REGULATIONS.

FORM A.

[Here state the Christian name, surname, usual place of residence, and pursuit of the Candidate,] being desirous of admission into the Canadian Institute, we, the undersigned, propose and recommend him as a proper person to become a member thereof.

Witness our hands, this — day of — 18 —

(— —)
(— —)

FORM B.

SIR,

I beg to inform you, that on —, you were elected a member of the Canadian Institute. But in conformity with sec. v. c. 1, and sec. iii. c. 5 and 6, of the accompanying regulations, your election cannot be confirmed, until your first contribution is paid, and which, unless paid within two months, the election is void.

You will therefore be good enough to cause the same to be done.

I am, Sir, your most obedient servant,

—, Secretary.

FORM C.

SIR,

I am directed by the Council of the Canadian Institute to inform you that it is their intention to call a Special General Meeting of the Institute, on —, the — day of — next; and then to submit for consideration the objections made to your name, under clause 8, sec. iv. of the Regulations; and I am further instructed to transmit to you the enclosed copy of the said objections.

I am, Sir, your most obedient servant,

—, Secretary.

FORM D.

SIR,

It is my duty to acquaint you, that by a determination of the Canadian Institute, pursuant to Regulation number 8, section iii, you are no longer a member of that body.

I am, Sir, your most obedient servant,

_____, Secretary.

FORM E.

SIR,

The Council of the Canadian Institute have directed me to forward you a copy of the following regulation, (sec. v. c. 4.) viz.: that "Whenever any member shall be one year in arrear," &c.

I have therefore to request that you will forward the payment thereof.

I am, Sir, your most obedient servant,

_____, Secretary.

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HUGH SCOBIE, PAINTER, KING STREET, EAST, TORONTO.

